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AMERICA  
SUPPORTS  
YOU**

**MILITARY  
& SPOUSE  
CORPORATE  
CAREER  
NETWORK**

**HOT JOB !  
VETERANS & MILITARY SPOUSES  
WANTED !**

**HR Administrator/  
Compensation and  
Benefits Support  
with Leading Healthcare  
Company**

**To Apply login or register at  
[www.casy.us](http://www.casy.us) and click on the  
Job seeker tab search for**

**Irving, TX - Req# 175794BR**

## **POSITION QUALIFICATIONS:**

### **Knowledge, Skills and Abilities:**

- Ability to be careful and thorough about detail.
- Ability to analyze information and use logic to address work-related issues and problems.
- Ability to work proficiently with Microsoft Excel, Word, and Access.
- Average manual dexterity in use of a PC, phone, sorting, filing and other office machines.
- Ability to bend and reach in order to file.

### **Work Conditions and Physical Demands:**

- Primarily sedentary work in a general office environment
- Ability to communicate and exchange information
- Ability to comprehend and interpret documents and data
- Requires occasional standing, walking, lifting, and moving objects (up to 10 lbs.)
- Requires manual dexterity to use computer, telephone and peripherals
- May be required to work extended hours for special business needs
- May be required to travel at least 10% of time based on business needs

### **Minimum Education:**

- High School Diploma or equivalent required
- Associate's degree or equivalent work experience required

### **Minimum Related Work Experience:**

- <1 year of administrative experience required



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